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| Meeting Minutes | | | | | | | | |
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| **Subject:** | | |  | | Team Meeting | | | |
| **Location:** | | | | | ICON Lab | | | |
| **Meeting Date:** | | | | | February 5th, 2009 | | | |
|  | |  | | |  | | | |
| **Attendees:** | | | | | Name | | Position | E-mail |
|  | | | |  | Dr. John Messner | | Advisor | jmessner@engr.psu.edu |
|  | | | | x | Craig Dubler | | Graduate Team Member | crd137@psu.edu |
|  | | | | x | Nevena Zikik | | Graduate Team Member | nevena@psu.edu |
|  | | | | x | Chitwan Saluja | | Graduate Team Member | cus182@psu.edu |
|  | | | | x | Colleen Kasprzak | | Graduate Team Member | cmk264@nw.opp.psu.edu |
|  | | | | x | Shane Goodman | | Undergraduate Team Member | smg5003@psu.edu |
|  | | | | | |  | | |
| **Prepared By:** | | | | | | Chitwan Saluja | | |
| **Via:** |  | | | | | BIMex Wiki | | |
| **Start time**  **Finish Time** |  | | | | | 9 :15 am  11 :15 am | | |

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| I. Future Meeting Times | | |
| I.1 | BIMex Team meetings are rescheduled for 2:30 pm every Monday. | |
| II. Agenda | | |
| II.1 | * Brainstorm the procedure to create process maps * Identify the tasks/BIM Processes for which we need the Generic Process Maps * Finalize the swimlanes for the Generic Maps | |
| III. Discussions | | |
| III.1 | Chitwan presented the progress on process map procedure.  The comments received were:   * How many case studies will be taken? The companies should be identified to contact for the case studies. * Some of the examples suggested were: Burt hill for estimation process, and energy analysis; DPR; and OPP. * A suggestion was made to include the level of detail in the process maps. * A generic high level map is required which links all the BIM uses. An idea is to have 4 categories for uses: design communication, estimating, scheduling and record model. * Brainstormed the BIM Processes for which the process maps will be prepared. The list contains 12 tasks:   + Existing conditions modeling   + Design authoring   + Programming   + 3DMEP coordination   + Record Model   + Site analysis   + Engineering analysis   + 3D system Design   + Cost Estimation   + Phase Planning   + Site utilization Planning   + Building Maintenance. * With the example of record model used, the purpose of process maps was discussed – it is a key to where the project team must meet, when to meet, what information is to be discussed and what resources are needed and why. | |
| III.2 | The Patent issue was discussed and the need to publish a white paper or a journal article very soon was expressed. | |
| IV. Tasks | | |
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| lV.1 | Shane | To work on process map for 4D Model |
| lV.2 | Chitwan | To develop the process map for estimation. |
| lV.3 | Colleen | To work on the BIMEx shirts and the CIC logo. |
| IV.4 | All | The meeting agenda for Monday, 9th February is to finalize the swimlanes for the generic process maps, and prepare a presentation for the BIMEx Advisory Board Meeting. |